PROCEDURE FOR PROCESSING A&E CONSULTANT PURCHASE REQUISITIONS

Upon receipt of an electronic copy of a purchase requisition:

1. Review requisition and ensure that the contract number listed belongs to an A&E consultant contract. If the contract number is not for an A&E consultant contract, return purchase requisition to Administrative Aide I/CAII and inform them that the requisition does not belong to the A&E Section of PWC. If the agreement was processed/awarded prior to PWC's creation, you may have to ask for a Council Resolution or City Clerk number and provide the contract number to the project manager once you have identified the agreement. If necessary, request a copy of the agreement.

2. If the requisition is for an as-needed contract, be sure the task number has been typed in the text field or that it appears on the documents in the "attachment list". If no task number was provided, return requisition to Administrative Aide I/CAII and ask him/her to have the project manager enter a task number into the requisition.

3. If the requisition is for an A&E contract, go to the S-Drive ("Open Contracts") or to the project file cabinets and locate the corresponding contract. Verify whether a valid A&E contract exists for the requisition. If you do not find a contract for the requisition, notify the requestor via e-mail using the standard template. If you discover that the contract has not yet been awarded, do not approve the requisition.*

4. If a contract for the requisition is found, verify that the contract has not expired by checking date in S-Drive (or Section 2.1 in Agreement). Verify that the expiration date on the PDF PR is same as contract expiration date in the S-Drive. The expiration date on the PDF PR should also match the expiration date in the Outline Agreement Number (O/A) in SAP. Perform this second verification using SAP transaction code ME53N to view the contract expiration date in the "Display Contract: Header Data" screen. Double click the outline agreement number in the purchase requisition, highlight the item line (click gray box at the far left of the table under "Outline Agreement Items") and then click on the "hat" icon (called "Header Details") toward the top of the screen. If expiration date is different, note on the PDF PR for the Administrative Aide I/CAII to make correction before releasing PR. Note: If contract has been amended be sure to check for a revised expiration date. If the contract has expired, notify the project manager that an amendment or other documentation is needed to prove that the contract is still valid. Contract duration is especially critical on as-needed contracts. In any case, if the contract is expired, do not approve the requisition until you receive acceptable proof or explanation that the work related to the requisition was authorized prior to the contract's expiration.

    a. If the contract has been awarded, in SAP, verify vendor by double clicking on vendor number and review information. A vendor number must appear in either/or both vendor field box (Des. Vendor and Fix. Vendor). If a vendor number is in both vendor field boxes, verify that they are same numbers.

    b. For one-price contracts, check to see if the requisition exceeds the total value of the contract (In SAP, click on the O/A for totals) and/or the total value of

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previously approved requisitions. If there is a discrepancy, request an explanation from the project manager. In some cases, departments will enter requisitions for additional work without first processing an official contract amendment for the work. When in doubt, request explanations from the project manager in writing.

i. Also verify full encumbrance has been maintained by utilizing SAP (transaction code ME53N) to view the breakdown in the Release Order Document screen by double clicking the outline agreement number in the purchase requisition, highlighting the item line (click gray box) and then clicking on the bar chart icon (called "Release Documentation") toward the top of the screen. If the contract is fully encumbered, the dollar value in "Open target qty." should be **$0.00**. If there is a dollar value for "Open target qty." request that the project manager fully encumber the contract before approving any purchase requisition if the project manager does not have a valid reason for not fully encumbering their contract.
ii. For Phase Funded contracts, full encumbrance for all phases per Phase Funded Schedule (Section 3.1.1) is required. Do not process PR unless it is for amount to fully encumber the total of the proper phase(s). Notify PM to add value to current PR or submit another PR for difference. If current PR is urgent for upcoming invoice(s), request that PM explain the urgency and provide plan of action for bringing encumbrance current. Forward request to Senior CS.

c. For as-needed contracts, verify that the purchase requisition you have will not cause the agreement to exceed its total maximum value by utilizing SAP (transaction code ME53N) to view the breakdown in the Release Order Document screen by double clicking the outline agreement number in the purchase requisition, highlighting the item line (click gray box) and then clicking on the bar chart icon (called "Release Documentation") toward the top of the screen. The dollar value in "Open target qty." should exceed the value of your purchase requisition. If not, request that the project manager provide you with the contract's accounting information for all task orders issued to date and notify him/her that SAP is showing that they will exceed the value and you cannot approve the current purchase requisition. PM's accounting information will most likely show how much each task order has been invoiced and not what has been released. Explain that open PO's with remaining value is counted against the "Open Target Qty" and suggest closing unused POs. Remaining balance from closing POs will be added to the "Open Target Qty."
   i. If PR amount is close to exceeding the full contract total, ask for contract's accounting information to verify SAP (O/A) information.
   ii. As time permits, review the task order documentation (click on the black triangle of the "Services for Object" menu button in upper left side of screen, select "Attachment List") to ensure that the work being done under the task order is within the scope of services listed in the agreement. If the task order is for work not covered by the Scope of Services of the agreement, do not approve the purchase requisition. Discuss issue with Senior or Principal Contract Specialist before notifying PR requestor. If a task order does not include a description of the work you may request this information from the PR requestor/client department.

5. If a valid contract is located, **enter requisition information into CIMS** [For one-price contracts, enter information in “Award Info” screen (only first PR can be entered) and “Comments” screen using standard template; and for as-needed contracts enter information into “GRC Tasks” screen (enter information for Task Number, Description, Amount, Authorized Date and Req Number) and “Comments” screen using standard template.]. Note: Task orders containing both numbers and letters cannot usually be entered in the “GRC Tasks” screen. Information for these tasks can just be entered into CIMS “Comments” only. **NOTE:** Pay attention to the numbers assigned to each task order by the client department. Each Task Order should have a unique number. Discuss exceptions with Senior or Principal Contract Specialist. If available, check previous PR approval comment for additional notes and to use as template.

6. “Sign off” electronically on the requisition (in addition to your signature or initials, write “OK to release.”+ date and time somewhere on requisition), retain a copy for yourself, if necessary, and return the original requisition via e-mail to Administrative Aide I or CAII who assigned it to you.

7. If no contract is found or if you are not sure whether you have a contract for the requisition, **do not** sign off on the requisition. For final verification, review the PWC Weekly Contract Status Report with the Senior or Principal Contract Specialist to see if the contract is close to being awarded (supervisor will advise on whether you should hold/cancel the requisition for projects pending award). If after exhausting all these options you still do not find a contract, notify the individual or individuals listed on the requisition that you need **a fully executed copy of the contract**, Comptroller’s Certificate (CC), 1544/PA-2625/1472, and insurance before you can approve the requisition. In most cases, a clarification e-mail from the client department is all that is needed to verify that a requisition is related to a contract in our files.

8. Ensure all significant e-mails related to the processing of purchase requisitions are entered into CIMS.

*Purchase Requisitions for A&E contracts valued under $25K can be approved prior to the award of the contract but PWC should be in possession of contracts and insurance before the requisition is approved. In these cases, make sure to request (from Administrative Aide I/CAII) PO after PR is released. PO needs to be included with the Final Documents package.

NOTE: PO Modifications are highlighted in purple/pink on the electronic copy of the Purchase Requisition that is provided by PWC support staff. The added highlight is only there to help Administrative Aide I or CAII to modify existing PO and not create a new PO.

Helpful SAP Transaction Codes: ME53N, ME33K

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